

PLANNING A CLASS TRIP

STUDENT AND GROUP TOURS

Student and other groups may tour the State Museum without a reservation, but learning is improved when visits include an exhibit-related lesson.

LESSON RESERVATIONS

Phone (609) 292-6347 and provide the following information:

- (1) Choice of program(s)
- (2) Date & time preferred (and alternate dates)
- (3) Number of students, teachers and chaperones
- (4) Grade or knowledge level of students
- (5) Special needs of class or individual students
- (6) Name, address, county and phone number of school
- (7) Name(s) of teacher(s)

RESERVATION CONFIRMATIONS

Reservations are confirmed by mail three to four weeks before the trip. The Museum encloses a packet of information that includes a bus parking map, information on reserving lunch facilities and suggested classroom activities. Please use the materials to acquaint your class with Museum facilities. This preparation ensures a more relaxed and productive trip.

CANCELLATIONS

Groups that must cancel a program are asked to do so at least two weeks in advance to give the Museum time to schedule another group. Call the reservations office at (609) 292-6347. Cancellations because of bad weather are the exception. Groups that repeatedly cancel on short notice may not be accommodated in the future.

MUSEUM LESSON

Museum lessons in archeology/ethnology, cultural history, fine arts, natural history, and astronomy (planetarium) are presented at 9:30 am, 10:30 am, noon and 1 pm. Auditorium programs are generally presented at 10 am and noon. Each school may reserve an auditorium presentation or planetarium program and one additional lesson per visit.

CLASS SIZE

Class size must be limited because programs are participatory, and seats are limited. Large groups will be divided into appropriate class sizes and scheduled accordingly. Since maximum numbers must be observed, reservations must include parents and teachers as well as students.

GIFTED AND TALENTED STUDENTS

Please indicate if the students are gifted and talented and give specific curriculum goals for the Museum visit.

CHAPERONES

Chaperones must accompany each group. The Museum recommends a minimum of one adult for every ten children, depending on the age and needs of the group. Additional chaperones are welcome, but they must be included in the group count to insure adequate seating.

EXHIBITIONS AND PROGRAMS

Programs and exhibition dates are subject to change. Please call (609) 292-6464 or check our website www.newjerseystatemuseum.org for updated information.

LATE ARRIVALS

Please consider your expected departure time and driving distance when selecting a program time. Groups arriving late will be accommodated only when scheduling permits. The Museum may abbreviate the program or schedule your group at a different time during the day. Regrettably, there will be times when late groups cannot be accommodated.

BUS PARKING

Bus parking is available in a nearby parking lot. The Museum will include a bus-parking map with each confirmation. Trenton is a major destination for tour groups. Every bus driver should use the designated parking lot and avoid parking on city streets.

DRIVING DIRECTIONS

School groups that have made reservations to come to the museum receive confirmations which include driving directions. Driving directions are available 24 hours a day by calling the recorded public information phone line at (609) 292-6464. Directions are also on our web page <http://www.newjerseystatemuseum.org>.

VISITORS WITH DISABILITIES

The Museum has bathrooms and ramps for visitors with mobility impairments. Signers for hearing-impaired students will be provided when requested in advance. Lessons are offered for students with special learning needs or multiple disabilities. Please indicate the physical needs and reading level of your group so that the Museum's teachers can make appropriate lesson plan modifications.

BACKPACKS AND OTHER LARGE PERSONAL ITEMS

For security reasons, backpacks may not be worn in the Museum. The Museum cannot provide storage for large personal items. Only lunches and necessities should be brought on the field trip.

LUNCH FACILITIES FOR SCHOOL GROUPS

In-door brown bag lunch facilities may be reserved through the Office of Legislative Services. Call the State House tour office at (609) 633-2709.

SPECIAL REQUESTS

Requests for special lessons or subjects will be met by the Museum staff whenever possible.

MUSEUM SHOP

The Museum Shop features a Children's Shop with games, puzzles, books for young readers and souvenirs. It is open Tuesday through Saturday, 10 am to 4:15 pm and Sunday from noon to 4:30 pm. Shop on-line at www.emallnewjersey.com.

EVALUATION FORM

Evaluation forms will be mailed in advance. In some cases, they may be distributed at the end of a Museum program. Please complete and return before leaving the Museum or by mail.

E-MAIL

feedback@sos.state.nj.us